



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

| | | | |
|---|---|--|--|
| 1. Application Date Feb. 8, 1974 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. 131 | | Date Received FEB 12 1974 | Application No. 74-52 Date Completed FEB 18 1974 |
| 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter St. Atlanta, Georgia 30334 | | 4. Person to Contact Olin D. Mullinax <i>Del.</i> | 5. Working Title Asst. Comm. |
| | | 6. Tel. No. 656-3605 | |

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

| | |
|--|---|
| 8. Earliest & Latest Dates of Series Jan. 1, 1974 to date | 9. Exact Series Title FUEL AND MEASURES DIVISION SUBJECT FILES |
|--|---|

10. What is the function of the office in which this record series is created?

The Fuel and Measures Division is responsible for supervising and regulating the fuel Industry in Georgia and for assuring that weighing and measuring devices are accurate. It administers and supervises two inspection units in assuring that fuels meet certain specifications; and that anything subject to being weighed or measured is accurately checked.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to supervising and regulating the fuel industry and assuring that weighing and measuring devices are accurate.
Included but not limited to are correspondence, memoranda, forms, pamphlets, legal documents which are necessary to establish policy and procedures, etc.

File is arranged alphabetically by subject matter.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records |
|--------------------------|----------------|--------------------|------------------------------------|------------------|--------------------|
| Letter-size File Drawers | 1 | 1 | | In Office(s) | 2 |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | 6 | |
| | | | | This Year's | Last Year's |
| | | | | Preceding Year's | All Prior Years |
| | | | AVERAGE DAILY REFERENCES | ? | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [] []
18. Could the function be performed if the files were lost or destroyed? [] ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? ☒ [] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [] ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept permanently years:


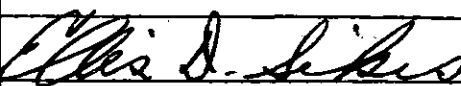
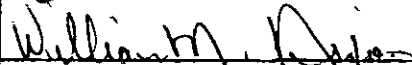


- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

May have Historical Value because this office helps formulate policy and procedures for the Commissioner of Agriculture.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 3 year(s):
- ☐ Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

| | | | | |
|---|-----------------------------|---|--|----------------|
| Records Management Officer (Signature)  | | Date <u>2-11-74</u> | OTHER REQUIRED SIGNATURES | DATE |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | <u>2-11-74</u> |
| | State Auditor/Designee | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | <u>2-14-74</u> |
| | Secretary of State/Designee | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | <u>2-14-74</u> |
| | Attorney General/Designee | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | <u>2-15-74</u> |
| STATE RECORDS COMMITTEE | | | | |